

Fort Myers Christian School

PE/Athletic Director



Candidate Profile

Spiritually - The candidate shall possess characteristics that reflect:

- Acceptance without reservation Fort Myers Christian School's statement of faith.
- A strong, clear Christian testimony.
- A lifestyle of biblical integrity.
- A mature, godly spirit.
- A person of faith and prayer.

Professionally - The candidate shall:

- Be able to perform each essential duty satisfactorily as directed by the teacher/administration.
- Have a love for children
- Have good verbal and written communication skills.
- Possess organizational skills for filing and detailed project assignments.
- Exhibit firm and fair discipline towards the students
- Have integrity in dealing with confidential information.
- Have the gift of being flexible and supportive of job assignments.

Personally - The candidate's life shall reflect:

- A spirit of dedication, commitment, and responsiveness to needs.
- The ability to listen and respond to counsel.

Physical Education Teacher/Athletic Director

▪ Daily duties (general):

1. Submit lesson plans into RenWeb for all classes at the start of each week prior to Monday
2. Work with classroom assistant to make sure that all equipment is ready prior to each class that arrives
3. Submit one hour of Atlas (curriculum guide) each month (update present physical education curriculum guide)
4. Maintain all equipment and the upkeep of the gym/equipment room
5. Coordinate and be flexible with space and class times during special events – communicate with Principal's Administrative Secretary in charge of FMCS campus event submissions/reservations
6. Basic component of each class: bible verse for the day, warm ups and stretch, activity and clean up. Challenge with teambuilding skills to provide class unity and encourage others rather than tease or bully.

▪ Special Events:

1. Field Day "to do list": Plan and execute field day for Elementary and Middle School; help/assist with any equipment needs for VPK Field Day (they do the planning); get volunteers as needed

2. Sports Awards Ceremony: banquet was set-up at the close of the 2015-16 school year. Primarily set up by Athletic Director

▪ **Athletic Director Duties:**

League: Gulf Coast Christian Athletic Conference

Competition Sports seasons include:

Fall: boys' flag football and girls' volleyball (7/8 and 5/6 grade team)

Winter sports: basketball for boys and girls (5-6 team and 7-8 team) and cheerleading

Spring sports: girls' soccer and boys' soccer

During the season:

1. Daily: on practice days, go to Children's Center at 2:55 and pick up 4th -5th grade students that have practice
2. Weekly: Maintain the field/gym for the proper season
 - a. Communicate with maintenance staff regarding grass cutting
 - b. Line soccer/flag football field properly and have make sure lines are painted the day before or day of a game.
 - c. Work with your PE and student aide assistant on game days to make sure gym is set up for game time
3. Game days:
 - a. For coaches: provide with a roster to check students on the bus; at the end of the game, parents sign out the student to keep track. (away games)
 - b. Make sure transportation scheduled with Principal's Administrative Secretary
 - c. Help coaches make sure they have balls and water
4. Order new uniforms and equipment (if needed)
 - a. Work with Business Manager on yearly budget
 - b. Fill out and turn in green forms for purchase/payment requests
5. Coordinate scheduling with other Athletic Directors in the conference
 - a. Any phone calls can be made before school during lunch or as schedule permits. Any difficulties, contact the principal
 - b. Make requests with Administrative Secretary to reserve gym for home games, busses for away games, schedule drivers; also find out from her when you do NOT have the gym due to church/school events
 - c. Contact referees contact and submit schedules to them as well as complete green request form to pay association
 - d. Complete green request form to pay annual dues to Suncoast Junior High League

- e. Secure clock operator for home games / coaches should make sure they have scorekeepers (BB and VB)
6. Hiring off-campus coaches
 - a. Complete FMCS job application, interview, approved by AD and Mr. Mitchell
 - b. Candidates that have committed their life to Christ, completed STAFF employment application, undergone and passed background check (See Administrative Secretary)
 - c. Obtain copy of coaching stipends – fill out green request form for Business Manager for coach to be paid the first half of their stipend
 - d. Must have fingerprinting completed – see Principal’s Admin Secretary
 7. Schedule games
 - a. Conference
 - b. Non-conference games
 - c. Contact principal to make sure games are updated on school website
 - d. Contact parents when you make a change to the last schedule they received
 8. Communicate with coaches, parents, and staff during the season about games, practices, etc. using Renweb/email; There is also a Renweb alert app for voice, text or email alerts
 9. Obtain CDL with a class P endorsement in order to drive our school bus
 10. Have Business Manager get you signed up for a Sam’s membership to purchase food and drink items for Booster concession stand
 - a. Search for a team mom or dad that can help schedule volunteers to work the concessions stand. Parents can use the time for towards their volunteer hours requirement
 - b. Sometimes teachers will volunteer as well
 - c. Work with Business Manager to obtain a cash box and make deposits the next day to her office using the Deposit Form